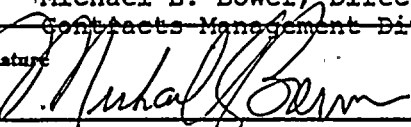
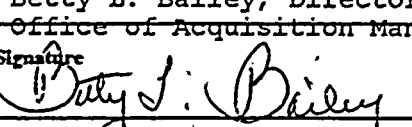


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION RTP, NC		2. POSITION NUMBER <del>15002</del> 6608	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Procurement Analyst	GS	1102	13	002
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Silvia Saracco		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			c. Immediate Office		
b. OARM			d.		
c. Office of Acquisition Management			e.		
d. Contracts Management Division, RTP			h. EPAYS Organization Code 38071000		
<b>8. SUPERVISORY/MANAGERIAL DESIGNATION</b> — [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities and include assigning and reviewing work on a daily, weekly or monthly basis, assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide. — [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. — [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. — [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Michael E. Bower, Director Contracts Management Division, RTP			d. Typed Name and Title of Second-Level Supervisor Betty L. Bailey, Director Office of Acquisition Management		
b. Signature 		c. Date 5-11-99	e. Signature 		f. Date 5/14/99
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION</b>					
a. <input checked="" type="checkbox"/> This position has no promotion potential			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		
c. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( % of time)			d. Functional Code —		
e. Bargaining Unit Code 6011	f. Signature Jackie Beatty-Sm. H		g. Date 6-2-99		
11. REMARKS Position Description coversheet updated due to change in supervisory chain. Previously classified 2-19-97.					

PROCUREMENT ANALYST  
GS-1102-13

Introduction

This position serves as procurement analyst assigned to the Immediate Office in CMD-RTP. As a primary responsibility the incumbent is responsible for analysis and evaluation of contracting matters; coordination and responses to requests under the Freedom of Information Act; initiation, development, review, and recommendation of contracting policies, procedures, guidance and control of contracting activities; providing assistance in the development and administration of a quality control and oversight program in CMD, RTP, and in the Service Center especially. As a secondary responsibility, the incumbent performs the duties of a Contract Specialist in their respective Service Center. Contracts are of significant and vital importance to the Agency and involve systems or programs such as complex experimental research, design, development and demonstration projects; fabrication and testing of complex pollution control technologies and systems; state-of-the art scientific equipment; and multi-year complex programs of national scope on long-term economic, environmental or health problems for which there is little or no meaningful experience or precedent data available.

Duties

- o Initiates, develops, reviews and recommends local contracting policies and procedures for guidance and control of contracting activities. These initiatives are aimed at streamlining the acquisition process within the guidelines of new and current policies and regulations, and improving the quality and integrity of the procurement methods and systems within the Service Center and Division.

- o Participates in the development of policies as the RTP representative of special task forces or work groups within the Agency and/or interagency groups dealing with contract matters. These task forces or work groups may involve such issues as revisions to the EPAAR, EPA Acquisition Handbook, or EPA Contracts Management Manual, or other policies aimed at revising or improving EPA contract placement and management. As the situation demands, the incumbent will be required to head or assist in special Service Center policy development/improvement task forces, coordinate the Service Center or CMD-RTP position, and coordinate and present this position to higher management within the Division or to outside Federal, State, commercial or educational groups.

- o Analyzes, coordinates, and prepares comments regarding proposed contracting regulatory matters under consideration by the Office of Federal Procurement Policy, the Civilian Agency Acquisition Counsel and Congress.

o Provides advice and guidance on contracting matters to contract personnel at RTP, and to Project Officers and Program Office management at all locations throughout the Agency for whom the Service Center provides support. This advice and guidance may involve interpretation of Federal or EPA policy or regulations to a complex or unusual situation in which there has been little or no precedence. In the absence of a specific policy or regulation, the incumbent may be required to recommend and/or develop policies to cover a specific area in which guidance is lacking.

o Assists with internal and external reviews (ie. IG, GAO, OAM) performed on the contract placement and management functions of the Service Center and/or Division.

o Coordinates and responds to requests under the Freedom of Information Act.

o Responsible for the preparation of solicitations for complex services, equipment and research and development requirements. Conducts pre-proposal conferences, issues amendments to solicitations as necessary. Prepares determinations and findings, and other supporting acquisition documentation. Prepares source lists and abstracts of offers. Reviews proposals for responsiveness to RFP. Reviews technical evaluation to ensure adequacy and acceptability. As necessary, prepares cost/price analysis on assigned acquisitions. Prepares memoranda for competitive ranges and conducts written and oral discussions. Plans and conducts negotiations, outlines points for resolution and the Government's objectives. Prepare source selection documentation. Prepares contract including all appropriate standard and non-standard terms and conditions. Ensures that contract file documentation includes all requisite background information and facts to support the decisions leading to and supporting award.

o Performs contract administration. Examples include: reviewing and issuing work assignments, task orders and delivery orders; reviewing and approving work plans; reviewing monthly reports and invoices; exercising options; issuing show cause letters, cure notices and stop work orders; reviewing and consenting to subcontracts; issuing modifications for work expansion and/or acceleration, funding, terminations and other areas related to contract administration. Ensures that file documentation is accurate and supports all actions related to contract administration.

#### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

o Mastery of (a) government contracting laws, regulations and policies (such as the Federal Acquisition Regulation, EPA Acquisition Regulations, the Federal Property Management Regulations, Office of Management and Budget Circulars, etc.); techniques of contracting operations; (b) detailed procedures

affecting agency contracting requirements (such as the EPA Contracts Management Manual, the EPA Acquisition Handbook, the EPA Finance Manual, the Guide for Control of Government property, etc.); (c) Comptroller General and Board of Contract Appeals decisions; (d) OMB directives; (e) Small Business Administration Policy and Procedures; (f) Cost Accounting Standards; (g) practices of business and industry to permit development of policies, provide guidance to contracting and project officers, and to review, evaluate and recommend improvements to the whole range of contract actions.

- o Knowledge of contract administration sufficient to perform and evaluate administration of complex, multi-year service contracts requiring (a) continuous monitoring of special contract provisions; (b) coordination of extensive subcontracting activities; and, (c) observation of rigid time frames that can affect other large and complex programs, both internal to the Agency and external (other government agencies and contractors).

- o Analytical skills sufficient to evaluate audit reports, regulations, policy statements and other relevant materials as a basis for developing and implementing agency guides or procedures which significantly affect long range and interrelated agency and government wide programs.

- o Skill in oral and written communications to (a) present sensitive recommendations to upper agency management; (b) to obtain compliance with policies from agency contracting activities; and, (c) to represent the Agency on task forces and work groups on policy matters.

#### FACTOR 2, SUPERVISORY CONTROLS

- o Works under the general supervision of the <sup>Director, CMD.</sup> ~~Chief of one~~ of the ~~Acquisition Service Centers of CMD-RTP.~~ The Service Center Chief assigns work and provides general guidance with regard to priorities and program objectives. The incumbent independently plans the approach to be taken, determines the depth of analysis required, evaluates alternative approaches, and develops recommended solutions including the need for policy changes. Completed work is reviewed in terms of compliance with general policies and compatibility with overall management objectives.

#### FACTOR 3, GUIDELINES

- o Guidelines include procurement laws, Federal regulations and agency contracting, financial, socio-economic and related directives and policies. These guides are only generally applicable to the work, as the agency programs and state-of-the-art technology generates unusual and unique contractual problems. The incumbent must exercise initiative, resourcefulness, foresight and experienced judgment in interpreting and applying these guides as well as in developing and implementing solutions

to problems that are unique and outside the scope of current written guidelines.

#### FACTOR 4, COMPLEXITY

- o The incumbent is responsible for the analysis and evaluation of contracting matters, the initiation, development, and recommendation of contracting policies, procedures, guidance and control of contracting activities and for the development and implementation of a quality control/review of contract awards, administration and management.

- o The work is characterized by the depth of problem identification and analysis stemming from the broad variety of procurement functions performed in the ~~Service Center~~ <sup>organization</sup> and by the unknowns and changes or conflicts inherent in the issues that arise. The incumbent must bring extensive experience, knowledge and judgment to bear in evaluating the adequacy of contract administration actions and in developing recommendations for improvements in contract administration and placement policies.

- o The incumbent serves as an authoritative technical resource advising contracts and program office working personnel and their management on the most difficult contract awards, administration and management problems and issues.

#### FACTOR 5, SCOPE AND EFFECT

- o The work involves development of new and/or improved contracting procedures to (a) implement provisions into the contracting function pursuant to statutes, executive orders, operational requirements emanating from other sources; (b) to find solutions to problems that arise from new Comptroller General, Board of Contract Appeal and Court decisions; and, (c) develop and maintain a quality control/review program to insure that the contract award, administration and management activities are of highest quality and meet the requirements of applicable statutes, regulations, and policy. The work results in improving responsiveness to customer requirements and that mission responsibilities are met and maintained. Policies and guidance provided by the incumbent contribute to the effectiveness of Agency's contracting program and provide criteria for measuring and insuring adequate performance.

#### FACTOR 6, PERSONAL CONTACTS

- o Contacts include managers, contracting and technical representatives from other Federal agencies, top level EPA management, project officers, contracting officers and other contracting personnel within the Agency. Contacts frequently occur in unstructured settings and are usually held to resolve problems or obtain or provide outside viewpoints. The purpose and extent of contacts differ according to the role of the person and the organization represented.

#### FACTOR 7, PURPOSE OF CONTACTS

- o Contacts are to provide guidance to contracting officers, project officers and agency management, to coordinate and persuade on the implementation of policy or procedural changes, to determine their potential effect at the operational level and to obtain agreement or recognizing identified deficiencies in contract administration practices and to gain acceptance of recommended solutions and improvements.

- o The incumbent's participation in task forces and/or work groups is to assure consistent interpretation and implementation of contract policy throughout the Agency.

#### FACTOR 8, PHYSICAL DEMANDS

- o The work is sedentary.

#### FACTOR 9, WORK ENVIRONMENT

- o The work is normally performed in an office setting, but occasional travel may be required to EPA Headquarters or field activities for fact finding activity, review and determination of performance.